

Judicial Information Systems Council Meeting (JIFFY)
Meeting Minutes
Judicial Information Division
Thursday, March 20, 2014
9:36 - 11:45 am

JIFFY Voting Members Present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Greg Ireland
Robert Mead
Judge Stan Whitaker
Judge Duane Castleberry
Judge Camille Martinez-Olguin (video)
Tobie Fouratt (video)

Non-Voting Members Present:

Chief Justice Petra Jimenez-Maes
Steve Prisoc
Renee Cascio

Guests Present:

Oscar Arevalo
Deb Williamson
Ted Bartz
Lydia Romero
Marie Salazar
Karen Janes
Monica Chavez-Crispen
Judge Sharon Walton (video)
Jessica Sanchez

JID Staff Present:

Grace Catanach
Tom Feilmeier
Annie Hall
Carlos Cordova
Pat Mente
Trixi Bubemyre

I. Approval of Agenda. Judge Bustamante called the meeting to order at 9:36 am. The agenda was accepted as presented.

II. Budget and Revenue.

JID Revenue Pipeline. Oscar Arevalo presented the “*JID Revenue Pipeline*” and reported that collections were up ten percent in February over last year; however, the projection is that the collected revenue for the rest of the year will be close to the same as last year. The fund balance on page four is projected to be lower next

month due to the Metropolitan Court Odyssey conversion expenses. Mr. Arevalo stated that the AOC cannot rely on Red Light revenue in the next few years and it will be necessary to look to the general fund to replace that revenue in the future. Greg Ireland noted that civil filing fees in the Second JDC have dropped approximately thirty percent in the last few years. Judge Knowles suggested the possibility of charging a nominal fee for free process, such as a \$10 filing fee. Mr. Arevalo explained that \$52,000 of the e-file revenue will pay for a Tyler change order for the Odyssey Metropolitan Court conversion. All of the fund balance is expected to be needed for the remainder of the Odyssey Metropolitan Court conversion.

Statewide Automation Funds for FY15. Mr. Arevalo reported that there was an increase in the general fund of \$468,900 which includes two full time employees for Information Technology Specialists. This is a sixteen percent increase in general fund for the statewide automation fund. There was \$195,000 appropriation for a citizen statewide web portal. The First JDC received \$50,000 to purchase IT equipment, furniture and infrastructure. \$90,000 was approved for the second JDC to purchase and install a court reporting system. \$116,000 was approved for statewide automation. Overall the Judiciary had a 4.7 percent increase in statewide appropriations excluding compensation.

III. JIFFY Subcommittee Activities.

Judges User Group. Judge Mitchell reported that the Odyssey Judges User Group (OJUG) did not meet this month. The next meeting is scheduled for April 17, 2014.

Odyssey Steering Committee. Judge Mitchell reported that the Odyssey Steering Committee met on Wednesday, March 19, and celebrated the Odyssey Metropolitan Court rollout. Metropolitan Court was at 50 percent capacity at first, but is slowly moving towards full capacity as the residual issues are resolved.

Data Conversion. Judge Mitchell stated that over 709,000 records were converted and post conversion scripts will be run over the next several weeks in order to double check the data integrity.

Odyssey Public Access. Judge Mitchell explained that close to 1000 users of Metropolitan Court's justice partners in Bernalillo County were given access to Odyssey Public Access (OPA), which gives them access to more information than on Case Lookup.

Tyler Development. Judge Mitchell stated that the upgrade to V.13 is working well. There are some areas that have been problematic, but they are being addressed. Tyler is working on application programming interfaces for four projects at Metropolitan Court and those are going as planned.

Metropolitan Development.

- Judge Mitchell stated that 26 ancillary services were launched in unison with Odyssey that required a great deal of customization. Browse Docket and Traffic Arraignment (TA) presented numerous customization challenges and some of those issues have been resolved and others are being addressed. The sentencing component of (TA) does not interface successfully with Odyssey. Phase Two is composed of 59 developmental tasks that will need three to six months to be resolved.
- All-in-one Desktops for judges, desktop scanners, batch scanners, zebra printers and Windows 7 have all been rolled out for much of the court.
- Judge Mitchell stated that the JID staff and the technical staff at Metropolitan Court, both of which were onsite close to 24/7 February 24-March 7, 2014, and 42 magistrate clerks from around the state onsite worked with the Metropolitan Court clerks to answer questions from March 3-March 7, 2014.
- Tobie Fouratt reported that she was assisting Judge Walton and her clerk. Judge Walton's clerk was very comfortable navigating through the Odyssey software and had very few questions. Ms. Fouratt attributes that to the training by JID staff.
- Judge Mitchell reported that the magistrate clerks were very well received and appreciated by the Metropolitan court staff. Judge Walton expressed gratitude to the magistrate clerks and JID staff that assisted with the rollout.

Financial Summary. Judge Mitchell reported that as of June 30, 2014 the expenditures for the Odyssey Metropolitan Court rollout will total \$3,172,732. The original investment was \$2,338,160. The other expenses included IV&V in the amount of \$61,754, the Traffic Arraignment contractor in the amount of \$193,698 and the functionality enhancements (change orders) which totaled \$579,120.

Statewide Parking Lot. Judge Mitchell stated that the JID staff managers will review the current Parking Lot list and estimate the resources needed and prioritize those tasks. Odyssey Steering Committee (OSC) will look over the list in the next few months. Any additions to the current parking lot can be sent to Tom Feilmeier.

Bond Tracking Solution. Judge Mitchell explained that Karen Janes has started working with the magistrate clerks and Oscar Arevalo to exonerate a number of the bonds in magistrate court which had not been done in the past when cases were closed. This will provide more accurate data for future discussion.

Judicial Access to Sealed Cases. Judge Mitchell said that Odyssey Judges User Group (OJUG) will discuss judicial access to sealed cases at the next meeting in order to examine how to internally handle sealed cases.

IV. CIO Report.

On Call Pay. Steve Prisoc stated that the Metropolitan Court conversion to Odyssey necessitates JID becoming a 24/7 agency in order to provide adequate support. The plan is to have three JID staff on an on-call rotation.

Legislative Finance Committee. Mr. Prisoc was approached by our Legislative Finance Committee (LFC) representative who wished to discuss with JID how to quantify and qualify JID staff experience with project and program management as a result of JID's success in those areas.

Court Tools Reporting. Tyler is funding a consultant to work with JID on Courttools reports. Mr. Prisoc explained that if these reports can be brought into the

core Odyssey product, New Mexico will be able to compare its financial efficiency with other state courts. This can be accomplished using the three measures of court efficiency which are time to disposition, clearance rate and age of pending case load.

Computer Enhancement Fund. Mr. Prisoc stated that the \$195,000 appropriation for the Citizen Web Portal is to combine online services to attorneys, citizens and justice partners. Mr. Prisoc envisions utilizing professional services to create a web presence containing simple navigation tools which will result in superior services to citizens, attorneys and justice partners.

Judicial IT Initiatives. Mr. Prisoc discussed sending JID employees to project management training, adding more technical training and implementing a framework for IT management called ITIL. There is also a need to increase training for court clerks and judges. JID will be offering SessionWorks training at the Judicial Conclave for district and metropolitan court judges. Mr. Prisoc requested that JIFFY support spending authority of \$184,000-\$200,000 to fund the hot site upgrade which will give JID's hot site in Albuquerque exactly the same capacity and speed that is currently at JID.

Judge Knowles moved to authorize the expenditure up to \$200,000 to upgrade JID's current hot site in Albuquerque at CenturyLink in order to match the capacity and speed of JID in Santa Fe. Judge Mitchell seconded. No opposition noted. Motion Carried.

Action Item: Odyssey Judges User Group to discuss charging for Proposed Orders and bring their recommendation to JIFFY.

V. Purchase Requests. Ted Bartz of the 13th District requested that JIFFY approve the expenditure of \$27,264.36 to upgrade 40 PCs from XP to Windows 7.

Robert Mead moved to approve the expenditure of \$27,264.36 by the 13th District to upgrade 40 PCs from XP to Windows 7. Greg Ireland seconded. No Opposition noted. Motion carried.

VI. Review and Approval.

Odyssey Public Access. Steve Prisoc explained that in order to fully utilize e-payments, Case Lookup needs to be replaced by Odyssey Public Access (OPA). Mr. Prisoc requested that JIFFY approve the gradual replacement of Case Lookup with OPA as multiple levels of public access are configured for attorneys, justice partners and the general public. OPA and Case lookup will be run simultaneously for the foreseeable future. Renee Cascio reported that there are currently four OPA sites running simultaneously, which is very cumbersome to manage. The plan is to move to two sites, a secured site and a public site. Mr. Prisoc stated that the public OPA would provide similar access to what is currently available on Case Lookup. All of the cases that are currently prohibited from public websites will continue to be prohibited.

Judge Knowles moved to approve JID opening up Odyssey Public Access (OPA) non-secured site to the same extent that Case Lookup is available to the public. Judge Whitaker seconded. No opposition noted. Motion Carried.

Non-Disclosure Agreement. Steve Prisoc presented the handout “*New Mexico Administrative Office of the Courts Non-Disclosure Agreement*” and requested that JIFFY approve the use of the form in the courts. Mr. Prisoc explained that this form is to discourage the piracy of judicial intellectual materials or products.

Judge Mitchell moved to approve the use of the handout entitled “*New Mexico Administrative Office of the Courts Non-Disclosure Agreement*” for the New Mexico Court system. Greg Ireland seconded. No opposition noted. Motion Carried.

VII. Future Meetings. The next meeting will be held on April 17, 9:30 am, at the Judicial Information Division in Santa Fe.

VIII. Adjourn. Judge Bustamante adjourned the meeting at 11:45 am.